



City of Bloomington-Parks and Recreation

KID CITY SUMMER CAMPS

PARENT GUIDE



Dear Parent or Guardian,

We would like to thank you for joining our Kid City family! We consider it a privilege and great responsibility to play a part in caring for your child this summer. It is our goal to create a positive, healthy and fun environment for your child through recreation and learning. To help you and your child have a successful summer, we have provided this informational guide. If you have additional questions please contact us at **812-349-3731**.

General Camp Information

Camp hours and locations:

Kid City Original, Kid City Quest and the CIT program are open from 7:30 am-5:30 pm. Ivy Arts for Kids is open from 9 am-5:30. Campers are at the Waldron from 9-Noon, and at the Allison-Jukebox from noon-5:30. College for Kids is open from 8:30 am-5:30 pm, 8:30-11:40 campers are at Ivy Tech, and at the Allison-Jukebox from 11:40-5:30. Camp administration, for all Kid City summer camp programs, can be reached at **812-349-3731**. All camps are located at the Allison-Jukebox Community Building (351 S. Washington St.). Morning drop off for Kid City camps is from 7:30-8:30 am and pick up is from 4-5:30 pm at the Allison-Jukebox building. All pick-up occurs at the Allison-Jukebox, no exceptions.

Activities at camp:

Camp programs include a variety of activities which engage children's interests. The goal of camp programming is to provide opportunities for children to try new things, socialize, learn and practice skills, and have fun. A few examples of program components at Kid City Original are swimming, outdoor and indoor play, arts and crafts, nature activities, cooperative and competitive sports, theater games, and field trips (local and out of town). At Kid City Quest examples of program components are camper choice, swimming, outdoor and indoor play, arts and crafts, nature activities, cooperative and competitive sports, theater and multi-media activities, adventure sport activities, and field trips (local and out of town). College for Kids is a collaboration between Ivy Tech Community College and Bloomington Parks and Recreation. This program offers fun college classes in the morning and then provides transportation with Kid City staff to the Allison Jukebox Community Building for an afternoon of games, field trips, or swimming. Ivy Arts for Kids is another Bloomington Parks and Recreation program that collaborates with Ivy Tech Community College. This program offers fun art activities in the morning and then, in the afternoon, offers games, field trips around the community, or swimming. The CIT program focuses almost exclusively on leadership development and skill building, although there will be weekly field trips and fun activities.

Parent participation

It is our goal to provide positive experiences for your child to encourage their social development, healthy lifestyle choices, and self-esteem. We feel this is best accomplished through a close and cooperative relationship with the community and parents. We encourage our staff to take time each day to discuss the day's activities with parents. You are always invited to visit the camp site and speak with the staff. We also provide opportunities throughout the summer for parents to participate in certain aspects of camp programming.

What to bring:

****Please bring these items to camp every day and put your child's name on everything you send to camp!****

- Healthy lunch—nothing that needs to be refrigerated or heated up (see note below)
- Swimming suit and towel—be sure these are washed regularly. Please bring a plastic bag to hold wet items.

- Outdoor play clothes—nothing new or frilly. **Closed toe shoes only!**
- Water Bottle
- Hat
- Sunscreen—if your child requires a special type or brand
- Bug-spray—if your child requires a special type or brand
- Any medications your child is taking (in the original container)
- A smile and positive attitude!

A healthy lunch provides adequate and balanced nutrition for active kids. Please provide your child with a variety of foods that are high in carbohydrates, fiber and protein and low in fats and sugars. Kids stay hydrated better in the summer if they drink sports drinks, 100% juice drinks or water. Please avoid soda (especially caffeinated) and candy. For examples of healthy lunch options, point your web browser to www.kidshealth.org.

Campers are responsible for their own belongings. Any items left at camp will be placed in lost and found. They will remain in the lost and found for two weeks. After two weeks we reserve the right to take all items to a local charitable organization.

What NOT to bring:

- Cell phones- Camp is a place for developing independence, social interaction and play. Cell phones directly interfere with these goals and are not permitted at camp.
- Personal electronic game devices, iPods
- Money—we will provide two snacks per day and all field trip admissions
- Weapons—this includes camping knives and lighters
- Drugs or alcohol. (Please see policy on prescription medication.)
- Any unauthorized medications—all medicine must be registered with camp administrative staff (including over the counter). This will ensure that your child receives proper dosages at the correct times.
- Expensive toys or other items of value
- Personal sports equipment
- Pets or Animals (Other than service animals)

Registration and payment policies

Children must be registered and all paperwork completed (health form, authorized pick-up information, etc.) to attend camp. For his/her own safety, if paperwork is missing, your child will not be allowed to attend camp. *Please bring your camp receipt to the first day of each session.*

To register a child for Kid City Camps we will need the following:

- A completed medical form with health history and any current medications the child is taking
- A signed permission waiver including permission for emergency treatment, photo release and transportation agreements
- All emergency numbers and contacts
- Authorized pick-up information
- Registration fee (including nonrefundable, nontransferable \$35 deposit)

We encourage parents to register children early. This also allows us to purchase accurate amounts of snacks and supplies for the upcoming session and to arrange staff schedules.

All camp fee payments are due in full **1 week** prior to the camp session your child is attending. Failure to do so will result in forfeiture of space and families will be required to re-register.

Cancellations must be done prior to registration deadline and are subject to a minimum \$35 cancellation fee. Any cancellation after registration deadline will result in forfeiture of payment.

Camp Staff

Our staff is college students and school teachers. Although we have high school students who act as assistants to our counselors, staff who have direct sole responsibility for children must be at least 18 years old. Typically our staff is in their early to mid-20's. We have an extensive selection process and only choose staff who have demonstrated experience working with and programming for children. The staff must also submit to criminal background and health checks. Our staff begins training in May. Staff training is comprehensive, covering everything from safety and crisis management to child development. All of our staff are CPR and First Aid certified. We also employ lifeguards who are present at all water and water sport activities.

Daily sign in/sign out procedure

Drop-off hours: Kid City Original and Quest 7:30-8:30 am, CIT program 7:30-8:15 am. Ivy Arts for Kids drop off is at 9 am at the Waldron and College for Kids drop off is at 8:30 am at Ivy Tech. Pick-up hours: Kid City Original and Quest 4:00-5:30 pm, CIT Program 4:30-5:30 pm, Ivy Arts for Kids and College for Kids pick-up is from 4:00-5:30 pm at the Allison Jukebox Community Building.

Camp theme programming and field trips begin at the end of morning drop-off and run until pick-up time. Please bring your child to camp during the morning drop off hours and pick them up during the evening pick-up hours to ensure their participation in all activities. If you need to drop your child off or pick them up at another time please fill out a "Special Arrangements for Drop off/Pick up" form with your camp's Head Counselor or on-duty staff member at least 24 hours in advance. Every effort will be made to reunite your child with their group. In the event that your child's group has an out of town field trip, he or she may be able to join another trail group for the duration of the trip.

Specific drop-off and pick-up areas are designated at each camp site. Look for the Kid City banner at the door of your site.

We serve many children each day at Kid City. To properly ensure their care and safety, we take special precautions in accepting and releasing children to and from our programs. We will only release children to an adult who has been approved by that child's custodial parent or guardian. Staff members are instructed to ask for identification before releasing a child to any adult (regardless of whether or not they are on the authorized list) so please **always have a photo ID** with you when you pick up your camper and let others on the authorized pick-up list know this as well. Please understand that this practice is solely for the safety of your child. ***Kid City is not responsible for children before they are signed in, or after they are signed out.***

CITs may sign themselves in and out each day. An authorization form will be available at your child's camp site.

If you will be late to pick up your child, please call **812-349-3731** to make us aware of your situation. We will assess a **\$3 fee for every 5 minutes past close**. You will be required to pay the extra fee at the time of pick up.

Children with disabilities

It is our policy to provide universal programming for all children. Through universal programming, we hope to provide a safe and fun experience for all of our campers. If your child has a disability and would benefit from reasonable accommodations, please contact the Inclusive Recreation Coordinator, Amy Shrake, at 349-3747 to schedule an assessment. We require two weeks notification prior to the start of a camp session in order to assess a participant and arrange for an accommodation.

To help us create the best possible environment for your child, it is important that we are aware of any special needs (dietary, allergies, health related, emotional, physical, etc.) prior to your child's arrival at camp. Please provide as much detail as possible to allow the staff an accurate picture of your child. We will always discuss questions we may have with parents.

Safety policy

Our policies have been created in the best interest of all children enrolled in camp programs. Although all active recreational programs have inherent risk, adherence to the following rules, by staff, parents and children alike will provide

the safest environment for your child.

Campers will be supervised at all times.

Campers will be escorted to and from camp each day by a parent or authorized adult.

Campers are not allowed in kitchen areas, unless accompanied by a staff member.

Campers may hug, draw pictures of, write poems about, or admire trees, but not climb them.

Telephones are for adult use only. Campers may only use phones under supervision and by permission of an adult.

All staff are trained in emergency and evacuation procedures.

All staff are trained in emergency first aid and CPR procedures

Ratios of at least one adult to every six children (Kindergarten), 1:8 (1st-4th grade) and 1:10 (5th grade and up) are maintained at all times.

Playground equipment should be used in its intended way (e.g. **sit** on swings, slide **down** slides)

Reports are completed for any accident or incident occurring within camp hours. Parents will be asked to sign these forms at pick-up. If an accident or incident requires immediate attention parents will be contacted at the time of the incident.

Our camps are frequently guests in public places. In addition to Parks and Recreation rules, we must abide by all rules and policies established by the organization we are visiting.

Staff members are required by law to notify camp administration of suspected child abuse or neglect.

Discipline policy

Kid City maintains a positive approach to discipline and rule setting. We believe that every child has the right to fair and respectful treatment and that positive behavior should be recognized. If a child exhibits inappropriate behavior, a staff member will work with the child directly to solve the problem. In the event that simple re-direction or reminders are ineffective, we will notify parents and follow this discipline format:

Minor Violations-

Behaviors that do not pose safety threats.

1st offense—verbal warning

2nd offense—time-away

3rd offense—time away (loss of activity time) and mandatory parent conference

Major Violations-

Behaviors that pose a threat to the safety of children or staff, or involve major property damage

1st offense—Isolation from immediate activity and parents notified

2nd offense—Parents asked to pick up child. Possible suspension from program.

3rd offense—Suspension or removal from program.

We never want to remove a child from our camp program, but if a child resorts to physical violence with another child, or assaults a staff member they will be immediately isolated from activities and may be suspended from camp. To prevent this situation, please let staff members know if your child is having conflicts or problems that have not been resolved.

Our discipline policies are in place to help all Kid City campers have a safe summer. Please speak with a staff member immediately if you have any concerns.

Sun and water safety

Please apply sunscreen to your child prior to their arrival at camp. Encourage your child to continue applying sunscreen throughout the camp day. We will monitor sunscreen application at regular intervals throughout the day. If your child has a tendency to get sunburns, let the staff know, and be sure to send any special sunscreen your child may need. **We recommend campers bring a sun hat or baseball cap to camp to reduce sun exposure.**

Campers will swim regularly at Bryan Park or Mills Pools. Campers may occasionally swim at local lake beachfronts. All swimming will occur with lifeguards present for the duration of the swim period. Additionally, we provide camp staff to

monitor swimming areas during swim time. If your child has not yet learned to swim and would benefit from wearing a U.S. Coast Guard-approved life vest, please bring it to camp and notify a staff member. At Bryan Park and Mills Pools, there are designated areas for each age group. Children are to remain within those boundaries. Kid City campers and staff are expected to follow all pool rules and guidelines set by aquatics staff.

Campers who pass a deep-water test may use diving wells. Staff members will keep records of all children who have passed the deep-water test. When it is age appropriate, the waterslide at Bryan Park Pool may be available for campers to use.

Medication administration

We will administer medication provided that it is in the original container and is accompanied by an authorization form (available at camp sign-in). Medication will be administered per doctor's orders only. If the dosage has changed from what is listed on the bottle please bring in a doctor's statement indicating proper administration and dosage. Certain medications are water-soluble. These drugs are often excreted more quickly from the body during summer months through excessive sweating. Check with your doctor to see if your child's medication is affected in this way. Please notify camp staff of any changes in medications or dosages.

Communicable diseases

Parents must provide dates for current immunizations on the Health Form. Children will be observed for signs of infections and communicable diseases. If such signs are observed, parents will be notified and may be asked to remove their child until the child is healthy. If your child is diagnosed with a communicable or infectious disease, please notify camp staff. Other children may be at risk. We respectfully request that parents do not knowingly send their child to camp with a communicable or infectious disease.

Suspected child abuse and neglect

State law mandates all agencies that provide children's programming report any questionable bruises or marks that are repetitious or obvious to the staff. Additionally, if a child indicates to a staff member that any form of abuse or neglect has occurred, it is our obligation to report the discussion to the Monroe County Division of Child Services. Know that should a report be filed, it has been done with much consideration on the staff's part and with the child's safety in mind.

Transportation and field trip safety

- Children will be transported in Parks and Recreation vehicles or by city bus.
- Staff members are not permitted to transport children in their personal vehicles.
- Only licensed drivers, who are at least 21 years old, will transport children.
- All drivers have attended a mandatory drivers' training and have all applicable licensure.
- Children must remain in seatbelts and facing forward when in city vehicles.
- Children must remain seated at all times while vehicles are in motion. State law mandates that children under 8 years old must use a booster seat when being transported in certain city vehicles; this will be observed by camp staff.
- Roll calls are routinely performed to account for all campers.
- If a field trip is running late, such that campers will return later than 4:00 pm, every effort will be made to notify parents.

Emergency procedures

- All staff members are trained in first aid and CPR.
- Lifeguards are present for all water and water sport activities.
- Every staff member is issued a first aid kit which they are required to carry at all times.
- All medical information is kept on site and a copy of each child's health form goes with their trail group on all field trips.
- In case of minor injuries or illness, children are given appropriate first aid and allowed to rest if needed. Parents will be made aware of any illness or injury.
- In the case of an emergency or major injury, parents will be contacted immediately. Emergency personnel (911) will be contacted if the situation is life-threatening. The child will either be taken to the hospital or released to their parents. Parents are required to provide insurance coverage for their child.
- If parents cannot be located, we will contact the emergency numbers on the child's health form.

Thank you for taking the time to read this guide. We provide this information to help ensure that your child has an enjoyable summer experience full of wonderful memories!